



September 11, 2007

JOB OPPORTUNITY

If it's a challenging position you're looking for,
We have the ideal job for you.

CLASSIFICATION: ***LIBRARY TECHNICAL ASSISTANT I***

TENURE/TIME BASE: ***PERMANENT/ FULL TIME***

BUREAU: ***STATE INFORMATION & REFERENCE CENTER (SIRC)***

MONTHLY SALARY: ***\$2,771-\$3,369***

SUMMARY: Under the direct supervision of the Library Technical Assistant II, the incumbent performs paraprofessional support to the State Information and Reference Center and is lead for all California state employees requesting interlibrary loans.

DUTIES:

- Acts as lead for monitoring & filling interlibrary library loans for all California state employees without an agency library.
- Monitors and reconciles invoices with lending libraries and internal accounting staff.
- Updates customers regarding status of requests.
- Ensures borrowed materials are returned to lending libraries.
- Maintains contact with lending libraries for tracking invoices and overdue resources.
- Works with Senior Librarian to identify resources to be purchased for library's collection rather than borrowed.
- Staffs the public desk as assigned.
- Answers directional questions and basic reference questions.
- Uses online and card catalogs, online databases, print, microform and electronic indexes to access information.
- Uses online circulation to renew, place holds, check in and check out materials, and add and update borrower records.
- Reshelf and shelf-reads assigned portion of the collection.

- Pages library's resources requested by customers.
- Performs preliminary search for materials incorrectly filed.

DESIRABLE QUALIFICATIONS:

- Ability to operate a keyboard.
- Ability to retrieve and place items on floor level shelves as well as to climb rolling ladders to retrieve and shelve materials on high shelves 92 inches above the floor.
- Ability to push fully loaded book trucks.
- Ability to operate telephone equipment, audio-visual equipment, photocopies machines, microform reader/printer machines and other equipment.

KNOWLEDGE AND EXPERIENCE:

- Excellent oral and written communication skill.
- Knowledge and aptitude in standard library application software – integrated library systems, Word, Access, Outlook, etc.
- Ability to sustain detail-oriented work files.
- Ability to maintain good relations with colleagues and the public.
- Ability to evaluate situations accurately and to take effective action.
- Must communicate clearly, tactfully and courteously.
- Must handle changing work assignments.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, Room 215, P.O. Box 942837, Sacramento, CA 94237-0001. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until the position is filled. ALL APPOINTMENTS SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER